

MOUNT WACHUSETT COMMUNITY COLLEGE
Gardner, MA 01440
STUDENT LIFE OFFICE

On-Campus Activity Request Form

The _____ Club/Organization of MWCC intends to sponsor an activity following the policies and guidelines of the College. Please return this form, to the Student Life Office at least 1 week before the event. This form **MUST** be approved before the event may be considered an official college activity.

Date of Function: _____
(month, day, year)

Time of Function: from _____ to _____

Function Name: _____

Location of Function: _____

Purpose of Fundraiser is TO RAISE FUNDS FOR: CLUB ____ FOR ANOTHER ORGANIZATION ____

If you checked "*for another organization*" (to either donate money to them or to purchase items to donate to them) - **list name of organization here:**

IMPORTANT NOTE: In order to process a check for the organization, we will need a copy of the organization's W-9 form emailed to kmatson1@mwcc.mass.edu (unless we already have them in the system).

Contact the Student Life Office if you have any questions about this.

Signatures Required:

Club Advisor

Club Officer (Treasurer or President)

Senior Dean of Student Services (or his/her designee) This will be obtained after submission.

To be completed by the Student Life office for follow-up by club.

Provide Start-up Cash

Book Room

Purchase Supplies

Schedule Table Coverage with Club Members

Create Promotional Flyers

Obtain W-9 from Non-Profit if Donating Proceeds

Additional Items to be Completed:

Guidelines for Various Fundraisers/Activities

Below are guidelines for some of the more popular fundraisers/activities that clubs conduct on campus. If you have questions regarding any on-campus activities or activities not covered here, feel free to contact the Student Life Office for more information.

Bake Sales

Bake sales tend to be a popular and profitable fundraiser for clubs. Below are a few items to keep in mind when conducting a bake sale:

- Be sure to have enough volunteers to not only staff the table on sale day, but to also provide baked goods so the task doesn't fall on only 2 or 3 members.
- All bake sale items **MUST** be homemade either from scratch or a boxed mix; store bought items may not be sold unless they have been altered (cookies dipped in chocolate, pretzels dipped in chocolate, etc.).
- Bake sale items must be non-perishable at room temperature; items that need refrigeration or heating/cooking must have preapproval from the cafeteria and the Student Life Office.
- Clubs **MUST** provide their own paper goods (napkins, plates, utensils, baggies, etc.).
- Prepackaging items into baggies or wrapped in plastic wrap for "grab and go" is highly recommended.
- If items need to be served, such as cake or pie, plastic serving gloves should be worn and may be obtained from the Student Life Office.
- Clubs must provide a table covering for each table that they will be using.
- A decorated table and a nice presentation of items will increase sales; think ahead when planning a bake sale and coordinate a theme if possible.
- A cash box may be borrowed from the Student Life Office, clubs may either provide their own "startup" cash for change or get a small amount of "startup" cash from the Student Life Office.
- The club is responsible to clean up the bake sale area at the end of the day and dispose of all leftover food items.
- All proceeds **MUST** be deposited into the club account at Student Accounts at the end of the bake sale.
- Any reimbursements must be done by submitting a completed Expense Request Form and original receipts to the Student Life Office.

Vendors

Clubs may choose to have an outside vendor come to campus to sell their products and in turn pay a portion of their proceeds to the sponsoring club. A list of authorized vendors is available in the Student Life Office for clubs to choose from or they may seek to bring in a new vendor. Any new vendors must complete a Vendor Registration Form and be approved by the Associate Dean of Students prior to an agreement being established. Please see the *Letter of Agreement for Vendors* for specific information and contact the Student Life Office regarding the procedure for hosting a vendor.

Club Recruiting/Info Tabling/Event Promotion

Sometimes clubs and other campus organizations seek to promote interest in their organization or event by handing out info and/or recruiting at one of the marketing tables. Clubs may reserve a table for this purpose and specifics will be handled on a case by case basis by the Student Life Office when the request is made.

Raffles

Please refer to the *Raffle Procedures* attached to the *Raffle Form* for specifics on conducting a raffle since there are some very specific requirements that relate to raffles only.